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Chief, TAS

Chief, Budget Division

24 AUG 1960

Supporting Data for Reimbursements  
from Other Government Agencies

1. In reviewing the records in the Finance and Fiscal Divisions for Fiscal Year 1960, it is noted that in many instances these Divisions have been requested to bill other agencies without being furnished details as to the basis for the billing.
2. Consideration is being given to developing the "Green Sheets" on the basis normally required for all government agencies. This includes a break down of reimbursable services on an object class basis. In some instances Finance and Fiscal Divisions do not have the specific object classes of the expenditures on which reimbursements are being claimed. In a number of instances an attempt was made to go back to the office requesting the billing be issued, and these offices were also unable to furnish details supporting the billing.
3. In view of these facts, it is requested that steps be taken to establish the requirement that all requests that billings be issued which are submitted to the Fiscal and Finance Divisions be supported by object class details for which reimbursements are being requested.
4. This Division will be glad to cooperate with you in any way in order to accomplish this objective.

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BD/COMP/CNM/jmr (24 August 1960)

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